



Criminal Justice Education And Training Standards Commission

Criminal Justice Standards Division

REPORT OF APPOINTMENT/ REINSTATEMENT OF CERTIFICATION WITHIN TWO (2) YEARS AFTER PERMANENT SEPARATION

Form F-5C (Adult Corrections)
(Rev. 5/16)

For Criminal Justice Standards Use Only:

Certification: _____ TRA: _____ FP: _____ Mailed: _____

Certification:

☐ Correctional Officer

☐ Probation/Parole Officer

Name:

First

Middle

Last

Suffix

Social Security # _____

Date of Birth: _____

Driver's License# _____

State: _____

Applicant's Email _____

Criminal Conviction Record: All convictions other than minor traffic violations must be reported in the applicant's own handwriting below. Please note that a "DWI/DUI (alcohol or drugs)," "Duty to Stop in the Event of an Accident," and "Speeding to Elude Arrest" are **NOT** minor traffic violations and, therefore, **MUST** be reported below. Provide all information completely and accurately. **Any falsifications or misstatements of fact may be sufficient to disqualify you.** If any doubt exists in your mind as to whether you were convicted of a criminal offense at some point in your life, you should check the block labeled, "Criminal Convictions as Reported Below" and give details. You should check the "No Criminal Convictions" block **ONLY** if you have never been convicted of a Misdemeanor or Felony, or your record/citation was expunged by a judge's court order. Check one of the following:

1. ☐ No Criminal Convictions

☐ Criminal Convictions as Reported Below

(a) Offense: _____ Law Enf. Agency/County/State: _____

Date of Conviction: _____ Disposition of Case: _____

Misdemeanor ☐ Felony ☐ Probation ☐ Yes ☐ No (If yes, give details on the back of this form).

(b) Offense: _____ Law Enf. Agency/County/State: _____

Date of Conviction: _____ Disposition of Case: _____

Misdemeanor ☐ Felony ☐ Probation ☐ Yes ☐ No (If yes, give details on the back of this form).

(List additional convictions on the back of this form)

Report of Appointment: (To be completed by the Regional Employment Office ONLY): Beacon # _____

Effective Date (EOD): _____ **Position Title:** _____

Criminal History: Date Fingerprints Scanned/Rolled: _____

Date DCI Checks Completed: _____

Medical Information: Date Psychological Screening Conducted: _____ Authorized Psychologist: _____

(If N/A, applicant has been separated less than 12 months)

Date Negative Drug Test Reported: _____ Name of HHS Certified Lab: _____

STATE OF NORTH CAROLINA

COUNTY OF: _____

I hereby certify that each and every statement made on this form, and the N. C. State Application for Employment (PD-107) is true and complete. As the applicant for certification, I attest that I am aware of the minimum standards for employment, that I meet each of those requirements, that the information provided above and all other information submitted by me, both oral and written throughout the employment certification process is accurate to the best of my knowledge. **I further understand and agree that any omission, falsification, or misrepresentation of any factor or portion of such information can be the sole basis for termination of my employment and/or denial, suspension or revocation of my certification at any time. I further understand that I have a continuing duty to notify the Commission of all criminal offenses which I am arrested for or charged with, pleads no contest to, pleads guilty to or am found guilty of.** I acknowledge by my signature that my continued employment and certification are contingent on the results of the fingerprint record check and other criminal history records being consistent with the information provided in my State Application.

Subscribed and sworn to before me,
This the _____ day of _____, 20__

This the _____ day of _____, 20__

Notary Public (Official Seal)

(Applicant's Signature in Full)

My Commission Expires: _____, 20__

F-5C (Adult Corrections)
Side two (2) Continued
Rev. 5/16

(c) Offense: _____ Law Enf. Agency/County/State: _____
 Date of Conviction: _____ Disposition of Case: _____
 Misdemeanor ☐ Felony ☐ Probation ☐ Yes ☐ No (If yes, give details below).

(d) Offense: _____ Law Enf. Agency/County/State: _____
 Date of Conviction: _____ Disposition of Case: _____
 Misdemeanor ☐ Felony ☐ Probation ☐ Yes ☐ No (If yes, give details below).

2. Do you have any **pending charges**? ☐ Yes ☐ No

(Provide details below and include court documentation.)

(Provide details below and include court documentation.)

[illegible]

I, as an official representative of the appointment agency, do submit to the Commission the appointee as a candidate for certification. The candidate meets or exceeds each of the minimum standards for employment and this agency has properly conducted the required employment procedures as established by the Commission and incorporated into 12 NCAC 9G. All documents necessary to insure compliance with the rules of the Code are being retained in the personnel file of this agency and may be inspected at any reasonable time by representatives of the Commission. I acknowledge that any omission, falsification, or misrepresentation of information or procedures, by either the candidate or this Agency, throughout the employment and/or certification process may result in certification being denied, suspended or revoked by the Commission at any time, now or later, and may result in sanctions against this Agency.

Date